

**Request Name:** FOIA

**Comments:**

**Requested By:** Fox, Diane

**Requested Date:** Thursday 09/13/2018 10:59 AM EDT

**Announcement Number:** CI-R7-MP-2018-0020

**Vacancy Resume Type:** Accept USAJOBS resume builder OR USAJOBS uploaded resume types

**Filtered By Location(s):** None

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** Transcript 2

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**







**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** USJOBSResume

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

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**Email:** [REDACTED]

**September 13, 2018**

## Cassandra L. Forte

### EDUCATION

Slippery Rock University, June 2018 - Present  
*Slippery Rock, PA*  
M.Ed. Environmental Education (*tentative graduation date – December 2019*)

Slippery Rock University, January 2018 – Present  
*Slippery Rock, PA*  
M.S. Park and Resource Management (*tentative graduation date – December 2019*)

Indiana University of Pennsylvania, August 2013 – December 2015  
*Indiana, PA*  
B.S. Biology, minor in Regional Planning; GPA 3.72

Butler County Community College, August 2011 – May 2013  
*Butler, PA*

### PROFESSIONAL EXPERIENCE

Department of the Interior, Office of Surface Mining Reclamation and Enforcement (OSMRE)

*AmeriCorps Member*, August 2016 - present

Supervisor: David Hamilton, Supervisory Program Specialist

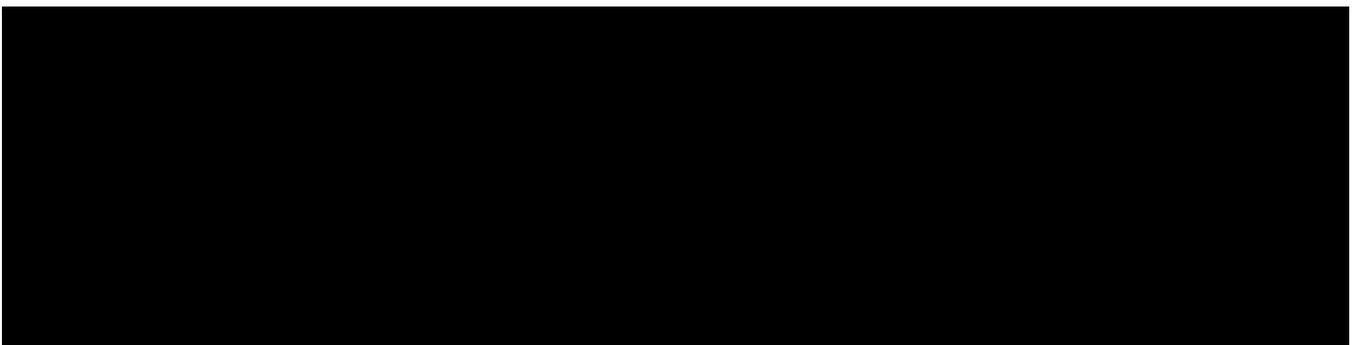
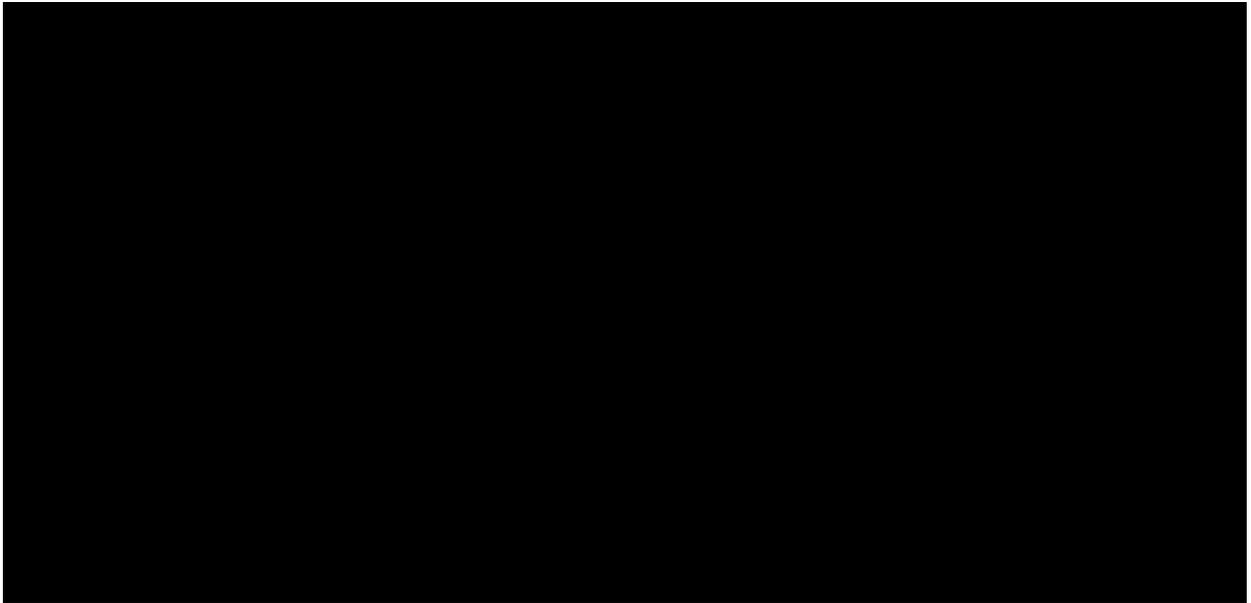
3 Parkway Center, Pittsburgh, PA 15220

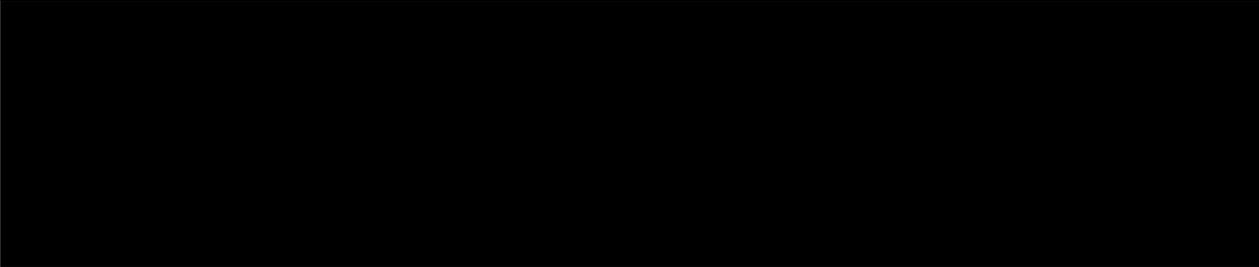
- This position serves as a developmental position with assignments and training directed toward providing the capability of eventually performing the full scope of a permanent-full-time employee. In doing so, I improved my skills in oral communication, gathering administrative data, proved my ability to work on a team, analyzed policies, laws, and regulations, and improved my written communication skills.
- Use common program evaluation techniques to collect and analyze routine information for decision makers in support of mission accomplishment. This is done mostly using the online abandoned mine land inventory system (eAMLIS), the industry-specific software dedicated to inventorying all abandoned mine land problems, past and present.
- Assist in the application of analytical approaches, methods, and techniques to perform segments of studies/projects to assist the organization in program planning, measurements, or evaluation. A safari park in Ohio called the Wilds requested technical assistance from the Appalachian Regional office's Technical Support Division in quantifying water samples and watershed analysis. I was an active member of this team.
- Assist higher grade program analysts to examine current or proposed policies, laws, regulations, or administrative procedures to develop data as it relates to the Surface Mining Control and Reclamation Act (SMCRA) of 1977 and the State (Pennsylvania, Maryland, and Ohio) programs associated with the act.
- Using eAMLIS, gather programmatic data to assist in developing recurring annual reports and/or special reports for use by management and higher grade analysts in carrying out and reporting on program accomplishments. My position here was to gather the data while the higher grade analysts and management interpreted and communicated the data to appropriate individuals or entities.
- Prepare an executive briefing for the Appalachian Regional Director on the Appalachian Regional pollinator initiative that was a core project of my second AmeriCorps term.

- Assist reclamation specialists with conducting federal oversight by monitoring and evaluating Regulatory and AML program activities of the Pennsylvania, Ohio, and Maryland mining programs according to Title IV and Title V of the Surface Mine Control and Reclamation Act (SMCRA).
- Review drawings, plans, engineering designs, cross-sections and use mapping software.
- Conduct inventories of project/study area resources and review environmental documents.
- Assist with monitoring and evaluating state mining programs.
- Review state-submitted entries within the Abandoned Mine Land Inventory System (AMLIS). Run queries, conduct analyses, and report findings to the AML Program Specialist and/or PFD Management.
- Maintain workload databases and generate reports on workload progress.

Environmental Plant Designs, *Technician*, June 2016 – August 2016  
28 Spring Street, Mars, PA 16046

- Select, handle and utilize trees, shrubs, and ornamental plants for the design, development, and maintenance of public and private landscaping spaces.
- Cultivate, prune, and irrigate to maintain plant health.
- Control plant pests utilizing approved integrated pest management techniques
- Conduct planting of native herbaceous plugs, shrubs and trees; dig holes, prepare organic soil amendments, insert plants, water, and fill holes.
- Work closely with the public and retail managers to provide them information on the care of trees, shrubs, flowers, and marketable plants.





## **CERTIFICATIONS & TRAININGS**

NEPA Navigator (40 hrs), November 2016

Global Mapper for Mining and Reclamation (24 hrs), February 2017

Introduction to earthVision 2D and 3D Modeling (24 hrs), April 2017

NEPA Procedures, NEPA-71 (40 hrs), May 2017

Acid-Forming Materials: Fundamentals and Application, ACF-71 (40 hrs), May 2017

Surface and Groundwater Hydrology, SGW-71 (40 hrs), July 2017

ESRI online trainings (40 hrs), August 2016 – Present

DOI Learn trainings, August 2016 – Present

- NEPA (2 hrs)
- Adaptive Management (3 hrs)
- Leadership Essentials (1 hr)

Introduction to GIS for Permitting and Reclamation I (15 hrs),

February 2018

Passive Treatment (40 hrs), April 2018

## **VOLUNTEER WORK**

Department of the Interior, National Park Service, 2014 - Present

- Tree planting, invasive species (autumn olive) removal, maintenance, education

Environmental Solutions Firm, July 2016

- Collect water samples, ground water surveying, wetland delineations

Paddle Without Pollution, 2014 – 2015

- Trash removal from local waterways via non-motorized watercrafts

IUP Strategies for Ecology Education, Diversity, and Sustainability

(SEEDS) club, May-August, 2014

- Vice President

## **RESEARCH & PRESENTATIONS**

Native Plants for Pennsylvania Green Roof Applications, November 2014

- Presented at PASSHE Undergraduate Research STEM conference, Slippery Rock University

Exploring Native Pennsylvania Plant Species as Candidates for a Green Roof, April 2015

- Presented at 10<sup>th</sup> Annual Women in STEM, Commonwealth of Pennsylvania University Biologists conferences, Indiana University of Pennsylvania

Insect Preference for Native or Non-Native Plants, Using New Software to Determine Herbivory, April 2015

- Presented at IUP Undergraduate Scholars Forum, Commonwealth of Pennsylvania Biologist conferences, Indiana University of Pennsylvania

Planted Tree Survival Rates at Flight 93 Memorial Mine Reclamation Site, December 2015

- Presented at 2015 Student Symposium on the Environment, Westminster College

Managing Japanese Stiltgrass Progression Using Native Pennsylvania Plants, August 2015 – May 2016

- Presented at IUP Undergraduate Scholars Forum, Research Experiences for Summer Scholars

References available upon request

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** SF-15

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**

Document SF-15 was not submitted

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** CTAPICTAP

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**

Document CTAPICTAP was not submitted

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** DD 214

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**

Document DD 214 was not submitted

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** Transcript 3

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**

Document Transcript 3 was not submitted

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** Supporting Documentation

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**



# United States Department of the Interior

OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
Washington, D.C. 20240



AUG 25 2017

To Whom It May Concern:

This letter is to certify that Cassandra Forte has satisfactorily served a minimum 640 hours on an appropriate conservation project, which included at least 120 hours through the Public Land Corps (PLC). Mrs. Forte is eligible for non-competitive hiring until two (2) years after the date shown below as provided by the Public Land Corps Healthy Forests Restoration Act of 2005, Public Law 109-154, as amended.

Date of Last PLC Project: July 29, 2017

For detailed information regarding the projects conducted by Mrs. Forte, please refer to the attached Public Land Corps Service Hours Log. Additionally, you will find supporting material for Mrs. Forte's hours of service attached.

For purposes of processing a Federal recruitment action based on Mrs. Forte's non-competitive eligibility status, this formal certification letter serves as the official document that must be used to support the Member's claim of eligibility. In addition, this non-competitive eligibility status applies only to the U. S. Department of the Interior and the U. S. Department of Agriculture Bureaus and Offices.

If you have any questions or comments regarding Mrs. Forte's term of service, please feel free to contact me via telephone at (202) 208-2868 or via e-mail at [ynorman@osmre.gov](mailto:ynorman@osmre.gov).

Sincerely,



Yolande J.C. Norman  
Abandoned Mine Land Program Administrator  
Chief, Division of Reclamation Support

Attachment 1: Public Land Corps Service Hours Log  
Attachment 2: Conservation Legacy letter dated August 7, 2017

cc: Joey Ruehrwein, Conservation Legacy  
Amy Showalter, Conservation Legacy  
Sara R. Eckert





Fostering conservation service in support of communities and ecosystems · Local action, enduring impact

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August 7, 2017

To Whom it May Concern:

This is to certify that Cassandra Forte serves as a participant of the Office of Surface Mining Reclamation and Enforcement AmeriCorps Program in Knoxville, TN. Ms. Forte is scheduled to complete 1846.75 hours between the dates of August 15, 2016 and August 11, 2017. To date she has completed 1777.75 approved hours.

Please let me know if you have any additional questions about Ms. Forte's term of service.

Regards,

A handwritten signature in blue ink that reads "Amy L. Showalter". The signature is written in a cursive style.

Amy Showalter  
Program Director, Stewards Individual Placement Program  
304.533.3626  
ashowalter@conservationlegacy.org

**Announcement Number:** CI-R7-MP-2018-0020

**Document Name:** SF-50

**Name:** FORTE, CASSANDRA

**AIDX:** [REDACTED]

**Telephone 1:** Day Phone - [REDACTED]

**Telephone 2:** Evening Phone - [REDACTED]

**Email:** [REDACTED]

**September 13, 2018**

Document SF-50 was not submitted